

SAN MARCOS PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

The San Marcos Public Library collection development policy has been developed by the library board and staff for the purpose of providing a framework to guide the development of the library's collection. This policy is to be considered the official position of the library.

A. Purpose of the Public Library

The mission of the San Marcos Public Library is to serve as a source of information, education, recreation, and cultural enrichment by providing the community with free and convenient access to books, periodicals, audiovisual materials, information services, and educational programs.

B. Priorities for Collection Development

Because we have limited resources with which to work, we have chosen to emphasize the following priorities with regard to development of the library collection:

- 1) to develop a well-rounded collection of current, high-demand, high-interest materials in a variety of formats for persons of all ages;
- 2) to make available timely, accurate, and useful information through our reference services department;
- 3) to encourage children to develop an interest in reading and learning by providing them with an outstanding collection of library materials and by promoting use of the collection through programs and services aimed at children, parents, and teachers;
- 4) to encourage lifelong learning by providing independent adult learners with resources to assist them in achieving their educational goals;
- 5) to take a leadership role in collecting, preserving, and disseminating information of both current and historical interest on the San Marcos/Hays County area.

Because of the availability of other outstanding Texana, genealogy, medical, law, and research libraries in the Austin-San Antonio area, the San Marcos Public Library will not endeavor to develop in-depth, research-oriented collections with the exception of our local history collection. The library also makes no organized attempt to support the curriculum needs of Texas State University students.

Interlibrary loan services will be offered to our patrons who need more specialized materials than are available through our local library collection.

C. Responsibility for Materials Selection

Responsibility for materials selection rests with the Library Director who is assisted by members of the library's professional staff. The staff will operate within the framework of the policies herein, and adhere to generally accepted professional practices.

D. General Strategies for Materials Selection

The majority of materials purchased for the library collection are selected because they have received a positive review in one or more of the following sources: *Booklist*, *Library Journal*, *School Library Journal*, *Kirkus*, *Publisher's Weekly*, or *The New York Times Book Review*.

Other materials are selected for the collection because they fill a particular need or interest expressed by our patrons. These materials are usually found by consulting subject bibliographies, accepting patron suggestions, reviewing interlibrary loan requests, and by making selections from the materials donated to the library. In many cases it would be impossible to find reviews for every item included in the library collection as a result of these selection methodologies. However, we feel, that in the aggregate, these materials tend to strengthen the quality and diversity of the library collection as a whole.

E. Guidelines for Materials Selection

- 1) Materials will be selected in accordance with the priorities for collection development enumerated in section B of this policy.
- 2) Variations in age level, educational level, reading ability, individual needs and interests, as well as community needs, will be considered when selecting materials for the collection.
- 3) Materials will be selected which provide a variety of opinions on contemporary issues generating diverse points of view. The presence of potentially controversial items in the library collection should not be construed to mean that the library, its staff, or board promotes a particular position on such an issue.
- 4) When selecting individual items for inclusion in the library collection, the staff will consider such factors as:

- Popular demand;
- Contemporary significance;
- Literary quality;
- Authority and reputation of author, publisher or producer;
- Evaluation in reputable review sources;
- Accuracy and currency of information;
- Lack of other available material on the subject;
- Price, format, ease of use.

F. Statement of Intellectual Freedom

The San Marcos Public Library subscribes to the philosophy expressed in the Library Bill of Rights and in the Freedom to Read statement of the American Library Association, and herein, incorporates them as a part of the library's selection policy.

The library is opposed to the withdrawal, at the request of any individual or group, of library materials which have been chosen in accordance with the principles outlined in this policy.

G. Objections to Library Materials

Objections to materials in the collection should be brought to the attention of the Library Director and presented in writing using the "Citizen's Request for Reconsideration of Library Materials" form.

Upon receipt of the completed reconsideration form, the Library Director will appoint a Reconsideration Committee consisting of one member of the professional library staff and two members of the Library Board. The committee will read (or view) the work in its entirety, as well as consult any available reviews. The committee will determine if the work meets the guidelines of the library's collection development policy and make a recommendation to the Library Director with regard to retaining or withdrawing the material from the library collection. The Library Director will

review the committee's report, make a final decision, and notify the complainant of the outcome. As in any matter regarding the library, further concerns may be presented to the Library Board.

H. Use of the Collection by Children

As a subscriber to the Library Bill of Rights and the Freedom to Read Statement, the library makes no attempt to monitor or supervise an individual's selection of materials from the collection. Patrons of all ages are free to borrow materials from either the adult or children's area of the library.

Parents who wish to prevent their child from checking out materials which they consider inappropriate are expected to provide sufficient supervision of their child to accomplish this. Library staff will provide parents with access to reviews of books, CDs, and movies in order to help them make appropriate selections for their child. Parents may also request that a restriction be placed on their child's library card which would prohibit the card from being used to borrow materials based on their media type (e.g.: a restriction on borrowing DVDs, CDs, etc). Content-based restrictions will not be offered.

I. Gifts Policy

- 1) The library accepts only those materials that meet guidelines described in this policy. The same criteria used in selection of all other materials are used in evaluating gift books and materials.
- 2) Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition seems advisable.
- 3) Gifts of money, real property, and or stock will be accepted if conditions attached to them are acceptable to the Library Board and to the City Council.
- 4) Personal property, art objects, antiques and other museum objects will not be accepted.
- 5) The library will not accept for deposit materials which are not outright gifts.
- 6) Donated materials will be integrated into the current library collection in such a way as to maximize access for the entire community. All decisions related to cataloging, shelving, and circulation of donated items will be made by the Library Director.
- 7) Information and historical documents about the local efforts of community organizations are a welcome part of our local history collection, however, the library is unable to serve as an archive for state, national, and other non-local publications of these organizations.
- 8) While materials representing diverse points of view are sought, the library generally will not accept gifts, which are intended to promote the particular religious, political, or social views of the donor unless they are specifically needed to fulfill other requirements of the collection.

J. Systematic Withdrawal of Materials

Materials, which no longer meet the stated objectives of the library, will be systematically discarded according to accepted professional practices and in accordance with city procedures. The program for the removal of worn, out-dated, and damaged materials should be carried on continuously.

Adopted: 1978

Revised: September 1993, November 2007, August

SAN MARCOS PUBLIC LIBRARY THE LIBRARY BILL OF RIGHTS

The American Library Association's "Library Bill of Rights" has been affirmed by and incorporated into several policies adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. These policies include the "Collection Development Policy," the policy on "Library Programs and Displays," and the policy on "Children's Services and Materials." The Library Bill of Rights was first written and adopted by the American Library Association Council on June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted: 1978

Revised: September 1993, November 2007, August 2009

SAN MARCOS PUBLIC LIBRARY FREEDOM TO READ STATEMENT

The "Freedom to Read Statement" from the American Library Association and the Association of American Book Publishers has been affirmed by and incorporated into several policies adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. These policies include the "Collection Development Policy," the policy on "Library Programs and Displays," and the policy on "Children's Services and Materials." The Freedom to Read Statement was originally issued in 1953 as a joint statement by the American Library Association and the Association of American Publishers. "Books" as used in this statement includes all kinds of materials acquired for library use.

- 1) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
- 2) Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
- 3) It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
- 4) There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- 5) It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
- 6) It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

Adopted: 1978

Revised: September 1993, November 2007, August 2009

SAN MARCOS PUBLIC LIBRARY
Citizen's Request for Reconsideration of Library Materials

The following form is for citizens to use when they wish to express concern over the content of a book or other item in the library collection. Please answer all questions, attaching additional pages if necessary. Return to: Library Director, San Marcos Public Library, 625 E. Hopkins Street, San Marcos, TX 78666.

- 1) Please provide your name, address, and telephone number.

- 2) Are you representing yourself or an organization? If you represent an organization, what organization?

- 3) Please identify clearly what book or other item in the library collection concerns you. (Provide exact author, title, etc.)

- 4) Did you read the entire work? If not, what parts did you read?

- 5) To what in the work do you object? (Please be specific. Cite pages.)

- 6) What do you feel might be the result of reading this work?

- 7) Is there anything good about the material? What individuals or groups might find this item valuable?

- 8) What would you like the library to do about this item?

SIGNATURE: _____ DATE: _____